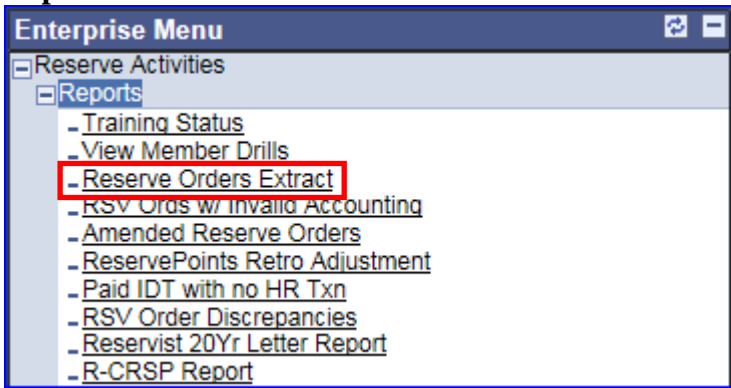


Reserve Orders Extract Report

Introduction This guide provides the procedures for running the Reserve Orders Extract Report in Direct Access. This report identifies the status of all upcoming Reserve Orders within a DXR. It is recommended that Units/SPOs run this report at least once a week to see which orders require action. The following user roles have access to this report:

- CGHRS
 - CGHRSUP
 - CGHRSVW
 - CGRSVISC
 - CGRSVMGR
 - CGSSCMD
 - Payroll Accounting Technician/Manager
-

Procedures See below.

Step	Action
1	<p>From the Enterprise Menu, expand the Reserve Activities, then expand Reports. Now select the Reserve Orders Extract link.</p>  <p>The screenshot shows a web application window titled 'Enterprise Menu'. It has a tree view with 'Reserve Activities' expanded, and 'Reports' expanded under it. The 'Reserve Orders Extract' link is highlighted with a red rectangle. Other links visible include Training Status, View Member Drills, RSV Ords w/ Invalid Accounting, Amended Reserve Orders, ReservePoints Retro Adjustment, Paid IDT with no HR Txn, RSV Order Discrepancies, Reservist 20Yr Letter Report, and R-CRSP Report.</p>

Continued on next page

Reserve Orders Extract Report, Continued

Procedures,
continued

Step	Action											
2	<p>The Report parameters will display. Enter a date range in the Begin Date not less than and End Date not greater than fields. Enter the Budget Department (DXR's Dept ID). Now click View Results.</p> <div>CG_RSV_ORDERS_EXTRACT - Reserve Orders Information Empl ID: <input type="text"/> Order Status: <input type="text"/> Duty Type: <input type="text"/> Begin Date not less than: 08/01/2016 End Date not greater than: 08/31/2016 Duty Department: <input type="text"/> Budget Department: 008176 Contingency ID: <input type="text"/> Term of Orders: <input type="text"/> Funding Department: <input type="text"/> Name: <input type="text"/> View Results</div>											
3	<p>The results will display. Select Excel Spreadsheet to sort/filter the results.</p> <div>Download results in : Excel Spreadsheet CSV Text File XML File (263 kb) View All</div> <table><tr><th></th><th>Trans ID</th><th>Name</th><th>Empl ID</th><th>Empl Record</th><th>Order Status</th><th>Order Begin Date</th><th>Order End Date</th><th>Alternate ID</th><th>Currently In Amend Mode</th><th>Last Approval Request</th></tr></table>		Trans ID	Name	Empl ID	Empl Record	Order Status	Order Begin Date	Order End Date	Alternate ID	Currently In Amend Mode	Last Approval Request
	Trans ID	Name	Empl ID	Empl Record	Order Status	Order Begin Date	Order End Date	Alternate ID	Currently In Amend Mode	Last Approval Request		

Continued on next page

Reserve Orders Extract Report, Continued

Procedures,
continued

Step	Action																																																																																																																																																								
4	<p>Sort/Filter the results as needed. The Order Status will identify what action needs to be taken.</p> <table><tr><th>Name</th><th>Empl ID</th><th>Order Status</th><th>Order Begin Date</th><th>Order End Date</th><th>Amend Mode</th><th>Last Approval Request</th><th>Last Approval Status</th></tr><tr><td>Brady, Carol</td><td>1111111</td><td>Authorized</td><td>8/22/2016</td><td>8/26/2016</td><td>N</td><td>Reserve Authorize Order</td><td>Approved</td></tr><tr><td>Brady, Greg</td><td>2222222</td><td>Authorized</td><td>8/13/2016</td><td>8/21/2016</td><td>N</td><td>Reserve Authorize Order</td><td>Approved</td></tr><tr><td>Brady, Mike</td><td>3333333</td><td>Authorized</td><td>8/7/2016</td><td>8/19/2016</td><td>N</td><td>Reserve Authorize Order</td><td>Approved</td></tr><tr><td>Brady, Jan</td><td>4444444</td><td>Cancelled</td><td>8/1/2016</td><td>8/12/2016</td><td>N</td><td>RSV Order Cancel</td><td>Approved</td></tr><tr><td>Brady, Marcia</td><td>5555555</td><td>Cancelled</td><td>8/7/2016</td><td>8/19/2016</td><td>N</td><td>RSV Order Cancel</td><td>Approved</td></tr><tr><td>Brady, Peter</td><td>6666666</td><td>Cancelled</td><td>8/7/2016</td><td>8/19/2016</td><td>N</td><td>Recommend Order</td><td>Denied</td></tr><tr><td>Brady, Bobby</td><td>7777777</td><td>En route</td><td>8/15/2016</td><td>8/27/2016</td><td>N</td><td>RSV Multiple Trvl Endorsements</td><td>Approved</td></tr><tr><td>Brady, Cindy</td><td>8888888</td><td>En route</td><td>8/8/2016</td><td>8/21/2016</td><td>N</td><td>RSV Multiple Trvl Endorsements</td><td>Approved</td></tr><tr><td>Dog, Tiger T</td><td>9999999</td><td>En route</td><td>8/7/2016</td><td>8/19/2016</td><td>N</td><td>RSV Multiple Trvl Endorsements</td><td>Approved</td></tr><tr><td>Franklin, Sam</td><td>1212121</td><td>Finished</td><td>8/1/2016</td><td>8/12/2016</td><td>N</td><td>RSV Multiple Trvl Endorsements</td><td>Approved</td></tr><tr><td>Nelson, Alice</td><td>2323232</td><td>Finished</td><td>8/15/2016</td><td>8/20/2016</td><td>N</td><td>RSV Multiple Trvl Endorsements</td><td>Approved</td></tr><tr><td>Oliver, Cousin</td><td>3434343</td><td>Finished</td><td>8/14/2016</td><td>8/26/2016</td><td>N</td><td>RSV Multiple Trvl Endorsements</td><td>Approved</td></tr><tr><td>Arnaz, Desi</td><td>4545454</td><td>Proposed</td><td>8/7/2016</td><td>8/20/2016</td><td>N</td><td>Recommend Order</td><td>Approved</td></tr><tr><td>Ball, Lucille</td><td>5656565</td><td>Proposed</td><td>8/15/2016</td><td>8/26/2016</td><td>N</td><td>Reserve Authorize Order</td><td>Denied</td></tr><tr><td>Ho, Don</td><td>6767676</td><td>Proposed</td><td>8/15/2016</td><td>8/26/2016</td><td>N</td><td></td><td></td></tr><tr><td>Jones, Davy</td><td>7878787</td><td>Ready</td><td>8/21/2016</td><td>8/26/2016</td><td>N</td><td>Reserve Travel Details</td><td>Approved</td></tr><tr><td>Namath, Joe</td><td>8989898</td><td>Ready</td><td>8/21/2016</td><td>8/26/2016</td><td>N</td><td>Reserve Travel Details</td><td>Approved</td></tr><tr><td>Price, Vincent</td><td>9090909</td><td>Ready</td><td>8/21/2016</td><td>8/27/2016</td><td>N</td><td>Reserve Order Amend</td><td>Denied</td></tr></table>	Name	Empl ID	Order Status	Order Begin Date	Order End Date	Amend Mode	Last Approval Request	Last Approval Status	Brady, Carol	1111111	Authorized	8/22/2016	8/26/2016	N	Reserve Authorize Order	Approved	Brady, Greg	2222222	Authorized	8/13/2016	8/21/2016	N	Reserve Authorize Order	Approved	Brady, Mike	3333333	Authorized	8/7/2016	8/19/2016	N	Reserve Authorize Order	Approved	Brady, Jan	4444444	Cancelled	8/1/2016	8/12/2016	N	RSV Order Cancel	Approved	Brady, Marcia	5555555	Cancelled	8/7/2016	8/19/2016	N	RSV Order Cancel	Approved	Brady, Peter	6666666	Cancelled	8/7/2016	8/19/2016	N	Recommend Order	Denied	Brady, Bobby	7777777	En route	8/15/2016	8/27/2016	N	RSV Multiple Trvl Endorsements	Approved	Brady, Cindy	8888888	En route	8/8/2016	8/21/2016	N	RSV Multiple Trvl Endorsements	Approved	Dog, Tiger T	9999999	En route	8/7/2016	8/19/2016	N	RSV Multiple Trvl Endorsements	Approved	Franklin, Sam	1212121	Finished	8/1/2016	8/12/2016	N	RSV Multiple Trvl Endorsements	Approved	Nelson, Alice	2323232	Finished	8/15/2016	8/20/2016	N	RSV Multiple Trvl Endorsements	Approved	Oliver, Cousin	3434343	Finished	8/14/2016	8/26/2016	N	RSV Multiple Trvl Endorsements	Approved	Arnaz, Desi	4545454	Proposed	8/7/2016	8/20/2016	N	Recommend Order	Approved	Ball, Lucille	5656565	Proposed	8/15/2016	8/26/2016	N	Reserve Authorize Order	Denied	Ho, Don	6767676	Proposed	8/15/2016	8/26/2016	N			Jones, Davy	7878787	Ready	8/21/2016	8/26/2016	N	Reserve Travel Details	Approved	Namath, Joe	8989898	Ready	8/21/2016	8/26/2016	N	Reserve Travel Details	Approved	Price, Vincent	9090909	Ready	8/21/2016	8/27/2016	N	Reserve Order Amend	Denied
Name	Empl ID	Order Status	Order Begin Date	Order End Date	Amend Mode	Last Approval Request	Last Approval Status																																																																																																																																																		
Brady, Carol	1111111	Authorized	8/22/2016	8/26/2016	N	Reserve Authorize Order	Approved																																																																																																																																																		
Brady, Greg	2222222	Authorized	8/13/2016	8/21/2016	N	Reserve Authorize Order	Approved																																																																																																																																																		
Brady, Mike	3333333	Authorized	8/7/2016	8/19/2016	N	Reserve Authorize Order	Approved																																																																																																																																																		
Brady, Jan	4444444	Cancelled	8/1/2016	8/12/2016	N	RSV Order Cancel	Approved																																																																																																																																																		
Brady, Marcia	5555555	Cancelled	8/7/2016	8/19/2016	N	RSV Order Cancel	Approved																																																																																																																																																		
Brady, Peter	6666666	Cancelled	8/7/2016	8/19/2016	N	Recommend Order	Denied																																																																																																																																																		
Brady, Bobby	7777777	En route	8/15/2016	8/27/2016	N	RSV Multiple Trvl Endorsements	Approved																																																																																																																																																		
Brady, Cindy	8888888	En route	8/8/2016	8/21/2016	N	RSV Multiple Trvl Endorsements	Approved																																																																																																																																																		
Dog, Tiger T	9999999	En route	8/7/2016	8/19/2016	N	RSV Multiple Trvl Endorsements	Approved																																																																																																																																																		
Franklin, Sam	1212121	Finished	8/1/2016	8/12/2016	N	RSV Multiple Trvl Endorsements	Approved																																																																																																																																																		
Nelson, Alice	2323232	Finished	8/15/2016	8/20/2016	N	RSV Multiple Trvl Endorsements	Approved																																																																																																																																																		
Oliver, Cousin	3434343	Finished	8/14/2016	8/26/2016	N	RSV Multiple Trvl Endorsements	Approved																																																																																																																																																		
Arnaz, Desi	4545454	Proposed	8/7/2016	8/20/2016	N	Recommend Order	Approved																																																																																																																																																		
Ball, Lucille	5656565	Proposed	8/15/2016	8/26/2016	N	Reserve Authorize Order	Denied																																																																																																																																																		
Ho, Don	6767676	Proposed	8/15/2016	8/26/2016	N																																																																																																																																																				
Jones, Davy	7878787	Ready	8/21/2016	8/26/2016	N	Reserve Travel Details	Approved																																																																																																																																																		
Namath, Joe	8989898	Ready	8/21/2016	8/26/2016	N	Reserve Travel Details	Approved																																																																																																																																																		
Price, Vincent	9090909	Ready	8/21/2016	8/27/2016	N	Reserve Order Amend	Denied																																																																																																																																																		
5	<p>Research each order to determine what action is required using this chart:</p> <table><tr><th>Status</th><th>Meaning</th></tr><tr><td>Proposed</td><td>Initial order request created by member, command or SPO.</td></tr><tr><td>Authorized</td><td>Authorized by DXR. Indicates financial and command authority. Order now appears in airport terminal.</td></tr><tr><td>Ready</td><td>Travel details approved by SPO supervisor. Order is ready for member to depart. Funding established, leave approved.</td></tr><tr><td>En Route</td><td>Member has Departed home/Reported for duty (sequence 1 & 2 approved by SPO supervisor). Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.</td></tr><tr><td>Finished</td><td>Stops automatically upon end date or when the end date is adjusted by the SPO and approved (sequence 98 & 99). Order execution completed. All actual dates completed and approved. No more changes allowed to order. Pay entitlements stopped/started.</td></tr><tr><td>Cancelled</td><td>Cancel approval by SPO supervisor or DXR. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.</td></tr></table>	Status	Meaning	Proposed	Initial order request created by member, command or SPO.	Authorized	Authorized by DXR. Indicates financial and command authority. Order now appears in airport terminal.	Ready	Travel details approved by SPO supervisor. Order is ready for member to depart. Funding established, leave approved.	En Route	Member has Departed home/Reported for duty (sequence 1 & 2 approved by SPO supervisor). Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.	Finished	Stops automatically upon end date or when the end date is adjusted by the SPO and approved (sequence 98 & 99). Order execution completed. All actual dates completed and approved. No more changes allowed to order. Pay entitlements stopped/started.	Cancelled	Cancel approval by SPO supervisor or DXR. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.																																																																																																																																										
Status	Meaning																																																																																																																																																								
Proposed	Initial order request created by member, command or SPO.																																																																																																																																																								
Authorized	Authorized by DXR. Indicates financial and command authority. Order now appears in airport terminal.																																																																																																																																																								
Ready	Travel details approved by SPO supervisor. Order is ready for member to depart. Funding established, leave approved.																																																																																																																																																								
En Route	Member has Departed home/Reported for duty (sequence 1 & 2 approved by SPO supervisor). Actual depart date entered, departing pay entitlements established and/or stopped. Will be in En route status until reported home.																																																																																																																																																								
Finished	Stops automatically upon end date or when the end date is adjusted by the SPO and approved (sequence 98 & 99). Order execution completed. All actual dates completed and approved. No more changes allowed to order. Pay entitlements stopped/started.																																																																																																																																																								
Cancelled	Cancel approval by SPO supervisor or DXR. Pay entitlements cancelled. No more changes to order allowed. TONO still active unless cancelled with order action.																																																																																																																																																								